



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



KATHLEEN BABINEAUX BLANCO
GOVERNOR

STATE FIRE MARSHAL

MEMORANDUM

September 15, 2005

Revised March 1, 2006

To: All State Fire Marshal Personnel
Certified Fire Prevention Bureaus

From: Stephen Gogreve, Manager of Inspections
Felicia Cooper, Deputy State Fire Marshal Administrator

Re: Emergency Procedures due to Hurricanes Katrina and Rita for Replacement of Fire Alarm, Automatic Sprinkler Systems, Hood Suppression Systems, Temporary Occupancy of Portable Buildings and Existing Buildings

Approved by: Henry Fry, Deputy Assistant Secretary

Due to Hurricanes Katrina and Rita, many facilities require replacement of **entire systems or components** that typically cannot be processed using the standard exemption form for fire alarm, sprinkler systems, and hood suppression systems. On an emergency basis, **licensed contractors** may submit an exemption request explaining the scope of work and this office will grant a "go to work order" so that immediate installation may begin prior to plan submittal. **Contractors will be allowed a 60-day grace period to submit plans.** This "go to work process" will include facilities in areas of the state that may have to add buildings or will include buildings that may change use due to displacement of storm victims. **As the need for interim protocol is consistent with rebuilding efforts, the deadline for these procedures to remain in effect has been extended until May 31, 2006.**

This office realizes that areas of the state that were not directly hit by Hurricanes Katrina or Rita also have need for change of use or temporary occupancy of facilities for displaced residents and businesses. This memo shall apply to all areas of the state directly and indirectly affected by the hurricanes. The purpose of this action is to expedite construction processing as a result of the hurricanes, and is in no way intended to relieve the contractor from full code compliance. All other matters will be handled as usual.

PORTABLE BUILDINGS

Requests to temporarily occupy portable buildings for the following occupancy types will be limited to the periods of time listed below. No plan submittal will be required; however, a field inspection will be conducted. If an inspection cannot be performed as requested, the owner will be allowed to occupy and an inspection will be scheduled and conducted as soon as possible. Owner shall submit the location of the portable building and information on how the portable building will be occupied to:

OFFICE OF THE STATE FIRE MARSHAL, CODE ENFORCEMENT, AND BUILDING SAFETY
8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452

State Fire Marshal's Office
Inspection Section
8181 Independence Boulevard
Baton Rouge La. 70806

Schools: 1 year
Business: 1 year
Storage: 1 year
Mercantile: 1 year
Outpatient Clinics: 1 year (Handicap accessibility required for exits only).
This does not apply to facilities that may be classified Health Care or Ambulatory Health Care. Those facilities will have to be submitted for review.

EMERGENCY PROCEDURES FOR TEMPORARY OCCUPANCY

Inspectors shall indicate the following statement on the inspection report:

***Temporary occupancy is permitted for 1 year until _____ (indicate date). If additional time is needed, facility owner shall submit request in writing to the State Fire Marshal's Office for additional time (send letter to State Fire Marshal's Headquarters Office) or if facility will become permanent, a formal plan submittal shall be submitted to the State Fire Marshal's Office for review at least 30 days prior to the temporary occupancy expiration date on report.**

EXISTING BUILDINGS

Temporary use of existing buildings for change of use will be handled on a case by case basis. Schedule an inspector to conduct a field inspection **as soon as possible**. Inspector shall contact Stephen Gogreve or Don Zeringue from the field with details on the building before temporary occupancy is granted **or** facility can submit a drawing to Don Zeringue. Drawing shall include how the facility will be occupied and shall indicate fire protection features. If Don Zeringue approves occupancy from the drawing, facility may occupy prior to inspection. Don will forward information on the facility to the District Office or Fire Prevention Bureau. Field inspection shall be scheduled as soon as possible after receipt of this information.

***Inspector shall write the same statement used for portable buildings on the inspection report.**